



## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Office of General Counsel

Division: Office of the Director

Sub-Section:

<b>TITLE:</b> Administrative Litigation		<b>CUTOFF:</b> End of Calendar Year in which Case Closed	
<b>DESCRIPTION:</b> Records related to administrative hearings and appeals before the Appeals Tribunal and the Labor and Industrial Relations Commission. Documents include, but are not limited to complaints, case files, testimony, and supporting documentation/evidence.		<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b> Copies. Originals are retained by the Division of Employment Security Benefits Section.		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 17723	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	10/13/2011
<b>TITLE:</b> Garnishments		<b>CUTOFF:</b> Close of Case	
<b>DESCRIPTION:</b> Records include all unemployment benefit overpayment case documents and all delinquent unemployment tax case documents pertaining to garnishments. These can include, but are not limited to judgments, notices, filing fee documents, requests for garnishments and correspondence from the Office of the General Counsel.		<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 6713	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	10/13/2011
<b>TITLE:</b> Subpoena Enforcement Records		<b>CUTOFF:</b> End of Calendar Year in Which Matter is Resolved	
<b>DESCRIPTION:</b> Records include all enforcement procedure documentation for subpoenas issued by the Department of Labor and Industrial Relations, which can include, but are not limited to a copy of the subpoena and correspondence from the Office of the General Counsel.		<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 6717	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	10/13/2011



## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Office of General Counsel

Division: Office of the Director

Sub-Section:

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**TITLE:** Subpoenas Received by the Department of Labor and Industrial Relations (DOLIR)

**CUTOFF:** End of Calendar Year in Which Matter is Resolved

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**DESCRIPTION:** Records include, but are not limited to a copy of the subpoena received by DOLIR, motions to quash and any correspondence from the Office of the General Counsel. Documents are used to track the department's response to all subpoenas.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23412

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

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